

# Multifamily Tenant Characteristics System (MTCS)



**Units Assignments Discrepancy Report Guide**  
**September 1999**

# Table of Contents

## Page

<b>1. SUMMARY .....</b>	<b>1</b>
<b>2. ACCESS THE UNIT ASSIGNMENT DISCREPANCY REPORT .....</b>	<b>2</b>
2.1. PROGRAM SELECTION .....	2
2.2. LEVEL OF INFORMATION.....	3
2.3. SELECT THE UNIT ASSIGNMENT DISCREPANCY REPORT.....	3
<b>3. DATA FIELD DEFINITIONS .....</b>	<b>4</b>
<b>4. REPORT APPLICATIONS .....</b>	<b>5</b>
4.1. KEY DATA FIELDS .....	5
4.2. PHA USES FOR THE REPORT .....	5
4.3. HUD USES FOR THE REPORT.....	5

## 1. Summary

The *Unit Assignment Discrepancy Report* provides a list of households who are over or under-housed. MTCS compares the number of family members to the number of bedrooms in the unit without analyzing the relationship of household members.

The *Unit Assignment Discrepancy Report* displays data on Public Housing, Indian Rental, Indian Mutual Help, Indian Housing, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation.

This guide helps users:

- Access the *Unit Assignment Discrepancy Report*
  - Understand MTCS report data fields
  - Interpret and use the data contained in the report
- \* This guide is for the *Unit Assignment Discrepancy Report* and is not intended to be a sole source for MTCS report users. For information on others, please go to:

**[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)**

## **2. Access the Unit Assignment Discrepancy Report**

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

### **2.1. Program Selection**

You must select a single program type to view this report.

Single program types include:

1. Public Housing
  2. Indian Mutual Help
  3. Indian Rental
  4. Section 8 Certificates
  5. Section 8 Vouchers
  6. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A screenshot of a web form titled "Program Selection" in blue, bold, sans-serif font. Below the title is a white rectangular dropdown menu with a black border. The text "Public Housing" is displayed in the menu, and a small black downward-pointing arrow is visible on the right side of the menu box.

## 2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Unit Assignment Discrepancy Report*, you must select either:

1. Housing Agency
  2. Project (Public & Indian Housing only)
- Use your mouse to select a level of information



- \* For detailed information on how to select a 'level of information,' look on the MTCS documentation web site:

[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)

## 2.3. Select the Unit Assignment Discrepancy Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Unit Assignment Discrepancy Report*

[Unit Assignment Discrepancy](#)

### 3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *Unit Assignment Discrepancy Report* has eight data fields.

Data Field	Data Field Definition
Head of Household's Name	Head of Household's (HOH's) first name, last name, and middle initial
Head of Household's SSN	HOH's Social Security Number
HA code	HA state and HA number
Project Code	Project state and project number
<i>Public and Indian Housing only</i>	
Site Number	Site number with suffix, if applicable
<i>Public and Indian Housing only</i>	
Number of Household Members	Number of household members
Number of Bedrooms-Current	Number of bedrooms in the unit
Number of Bedrooms-Standard	HUD standard number of bedrooms for families of that size

- \* The report prints in two sections: and 1) Under-housed 2) Over-housed
  - The report first displays households under-housed
  - To view households that are over-housed, use your mouse to click the 'Next Household' button
- \* This is meant as a guideline and does not reflect individual PHA housing assignment rules.

## **4. Report Applications**

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

### **4.1. Key Data Fields**

- **Number of Bedrooms, Standard and Current** fields display the standard and reported number of bedrooms for individual families. This field indicates whether a family is either over- or under-housed.

MTCS users can also refer to the Over- and Under-Housed Report for aggregate income and demographic data on households admitted to a PHA within the past 12 months.

### **4.2. PHA Uses for the Report**

- **Solve problems and analyze issues**

PHA users can generate this report at both the HA and project level to determine if the households listed in the report are indeed under- or over-housed. HUD occupancy standards vary by program so reported discrepancies would differ based on the type of program selected. Since HUD allows PHAs to follow their own standards, the information in this report might require further investigation by the PHA to verify the reasons behind the discrepancy.

### **4.3. HUD Uses for the Report**

- **Monitor PHA performance**

Field Office and TARC staff can use this report to monitor PHA compliance with fair housing requirements and occupancy standards. Prior to a site visit, Field Office or TARC staff may want to print a copy of a PHA's Unit Assignment Discrepancy Report to verify that the PHA follows either HUD or the PHA's own occupancy guidelines while on-site.